

Friday, 10 a.m. to 4 p.m. and the cafeteria at the National Archives at College Park is open to the public from 8 a.m. to 4 p.m.

[73 FR 36794, June 30, 2008]

Subpart D—What Rules Apply to Use NARA Public Areas in the Washington, DC, Area?

GENERAL

SOURCE: 73 FR 36794, June 30, 2008, unless otherwise noted.

§ 1280.70 When does NARA allow non-NARA groups to use the public areas of NARA property?

(a) The primary use of NARA property in the Washington, DC, area (the National Archives Building and the National Archives at College Park), including those areas open to the public, is the conduct of official NARA business, including public programs and other activities conducted in conjunction with government and non-government organizations and the Foundation for the National Archives (“Foundation”). In conducting official business, NARA and its partners use all of the public areas of the Washington, DC, area facilities. There are no public areas in the Washington National Records Center in Suitland, MD.

(b) NARA may permit, under the conditions described in this subpart, the occasional use of certain public areas by other Federal agencies, quasi-Federal agencies, and state, local, and tribal government organizations for official activities. NARA also permits the occasional, non-official use of its public areas by organizations when the activity relates to or furthers NARA’s archival, records, or other programs.

§ 1280.71 What are the general rules for using NARA property in the Washington, DC, area?

In addition to the rules listed in Subparts A, B, and C of this part, you must adhere to the following rules when using NARA public spaces:

(a) All use must relate to or further the archival, records, or other activities of NARA. Examples of use that meet this standard include programs that promote research in or the dis-

semination and use of NARA holdings, including educational programs and materials, the preservation of NARA holdings or the historical records and documentary materials of other institutions, and the use and enjoyment of NARA exhibits.

(b) All use must be consistent with the public perception of NARA as an archival and research institution.

(c) When NARA cohosts an activity with the Foundation or other organizations, NARA must be identified as the cohost in all materials and publicity relating to the activity.

(d) When NARA has authorized your organization to use NARA property, you may not characterize your use of NARA property as an endorsement by NARA of your organization or its activities, or otherwise suggest an official relationship between NARA and your organization.

(e) You are not allowed to charge an admission fee or make any indirect assessment for admission, and you may not otherwise collect money at the event.

(f) You may not use NARA property or permission to use that property to advertise, promote, or sell commercial enterprises, products, or services, or for partisan political, sectarian, or similar purposes.

(g) You may not use NARA property if you or your organization or group engages in discriminatory practices proscribed by the Civil Rights Act of 1964, as amended.

(h) You must not misrepresent your identity to the public nor conduct any activities in a misleading or fraudulent manner.

(i) You must ensure that no Government property is destroyed, displaced, or damaged during your use of NARA public areas. You must take prompt action to replace, return, restore, repair or repay NARA for any damage caused to Government property during the use of NARA facilities.

§ 1280.72 What additional rules apply for a NARA approved event?

(a) Approved applicants must provide support people as needed to register guests, distribute approved literature, name tags, and other material.

§ 1280.74

(b) We must approve in advance any item that you plan to distribute or display during your use of NARA property, or any notice or advertisement that refers, directly or indirectly, to NARA, the Foundation for the National Archives, or the National Archives Trust Fund, or incorporates any of the seals described in 36 CFR 1200.2.

(c) We must approve in advance any vendor or caterer who will work in NARA facilities. You must comply with all NARA requirements for the use of food and drink at your event.

(d) No food or drink may be present or consumed in areas where original records or historical materials are displayed.

NATIONAL ARCHIVES BUILDING,
WASHINGTON, DC

§ 1280.74 What spaces in the National Archives Building are available for use by non-NARA groups and organizations?

You may ask to use the following areas in the National Archives Building, Washington, DC:

Area	Capacity
Rotunda Galleries	250 persons.
William G. McGowan Theater	290 persons.
Archivist's Reception Room ..	125 persons.
Presidential Conference Rooms.	20 to 70 persons.

§ 1280.76 When are the public areas available for private events in the National Archives Building?

Most public areas are available for set-up and use on weekdays from 6 p.m. until 10:30 p.m. during the fall and winter seasons (day after Labor Day through March 14). The areas are available for set-up and use from 7:30 p.m. until 10:30 p.m. in the spring season (March 15 through Labor Day). The areas are not available during weekends or on Federal holidays. A NARA staff member must be present at all times when non-NARA groups use NARA spaces.

§ 1280.78 Does NARA charge fees for the use of public areas in the National Archives Building?

(a) NARA is authorized to charge fees for the occasional, non-official use of its public areas, as well as for services

related to such use, including additional cleaning, security, and other staff services. NARA will either exercise this authority directly, or, for activities co-sponsored with the Foundation for the National Archives, as part of your group's arrangements with the Foundation.

(b) We will inform organizations interested in using public spaces in the National Archives Building in advance and in writing of the total estimated cost associated with using the public area of interest. Fees NARA charges are paid to the National Archives Trust Fund.

(c) Federal and quasi-Federal agencies, State, local, and tribal governmental institutions using public space for official government functions pay fees to the National Archives Trust Fund only for the costs for additional cleaning, security, and other staff services NARA provides.

§ 1280.80 How do I request to use NARA public areas in the National Archives Building?

(a) Direct your request to use space to: Special Events Division Director (AI); National Archives and Records Administration, 700 Pennsylvania Avenue, NW., Room G-9, Washington, DC 20408. Request by telephone at 202-357-5164 or by fax at 202-357-5926.

(b) You must submit requests, signed by an authorized official of your organization, to use NARA public areas at least 30 calendar days before the proposed event is to occur.

(c) OMB control number 3095-0043 has been assigned to the information collection contained in this section.

§ 1280.82 How will NARA handle my request to use public areas in the National Archives Building?

(a) When you ask to use property in the National Archives Building, we review your request to:

- (1) Ensure that it meets all of the provisions in this subpart;
- (2) Determine if the public area you have requested is available on the date and time you have requested;
- (3) Evaluate whether your proposed use is appropriate for the requested space; and
- (4) Determine the costs of the event.